**Title of the tool in English (insert title)**

Make separate descriptions for each tool. In case you want to describe a series of videos, or series of leaflets, you should describe each video/leaflet separately. Only when videos/leaflets/… are translations of each other, one description is sufficient (e.g. same video in English, French and German).

Please only write in the **3rd column of the table** (“Your information about the tool”).

Fields shown in green are only relevant for the person uploading to Organic Eprints and should not be completed by you.

Fields marked with # are optional or only to be filled in if relevant (see explanation)

|  |  |  |  |
| --- | --- | --- | --- |
| Heading/Field | Explanation – what needs to be filled in | Your information about the tool | Instructions for uploading to Organic Eprints |
| Title | Title of tool in English |  | Copy and paste |
| #Title in original language | Title of tool in original language, if not English |  | Copy and paste |
| Document language (s) | Language of the document(s) |  | Choose the relevant language(s).  |
| Status |  |  | “Published” if publicly available, “Unpublished” if not (e.g. if only available on Organic Eprints and organic-farmknowledge.org such as Practice Abstracts)  |
| Date | Enter year of release or “Information not available”.  |  | Enter year of release (if available). You do not need to enter month and day. |
| Date type |  |  | “Publication” if published, “Completion” if unpublished |
| Creator(s) | Enter first and last names of authors, editors or other type of responsible persons |  | Copy and paste |
| Issuing organisation(s) |  |  | Copy and paste from “Issuing organisation details” |
| Contact email address | Enter the email address for contact about the tool. It should be for a person directly responsible for the tool or a specific email for the tool, or if this is not possible, for the issuing organisation. |  | Copy and paste |
| #Series name | *If practice abstract, put “OK-Net Ecofeed Practice abstract”.* If otherwise a series product, put relevant name. do not “invent” series names, e.g. “OK-Net Ecofeed Tool Description” |  | Copy and paste |
| #Series number | *Enter Practice Abstract number* or other series number |  | Copy and paste |
| #Page range | For all relevant tools, not just PA’s and other series!Enter first and last page (with a hyphen in between) or “Not applicable” (for websites, videos etc.) |  | Copy and paste or if “Not applicable”, do not enter anything. |
| Online at | Enter link to tool. *If practice abstract, do not enter link.* |  | Enter link to tool (copy and paste).If practice abstract, enter “http://orgprints.org/xxxxx” , where “xxxxx” is the eprint id (can be seen at top as [#xxxxx])If video, a link to the youtube video must be entered.  |
| #Accessed on date | If web product, enter date it was accessed. If not, leave empty |  | Copy if relevant |
| Issuing organisation details | Name(s) of issuing organisation(s) &Website (be sure to start with www. or http:// otherwise it will not be shown as a link on the platform).Do not enter country of issuing organisation |  | Copy and paste |
| Country | Enter country of issuing organisation |  | Enter relevant country |
| What problem does the tool address | 1-2 sentences |  | Copy and paste |
| What solution does the tool offer? | 1-2 sentences |  | Copy and paste |
| Description (Summary) | Max. 1000 characters, describing briefly:- the purposeof the tool and whichsolutionsit provides, giving 1-2 key recommendations- the type of tool and how it works- the target group of the tool(new/converted farmers, experienced farmers, advisors etc.)- if the tool is specific for organic farming or not only- relevant/ specific locationwhere the tools can be used- other specificities of the tool |  | Copy and paste |
| #Description in another language | If original language is not English |  | Copy and paste |
| Teaser | Catchy sentence about what you can achieve with the tool, max. 10 words |  | Copy and paste |
| Tool type  | Choose only ONE type! Only choose the type of the tool itself. E.g. a website containing several videos and leaflets, is of type “web”, not video or leaflet. | [ ] Calculation tools[ ] Leaflets & guidelines[ ] Practice abstracts[ ] Books & reports[ ] Video[ ] Audio[ ] Web [ ] Online courses[ ] Other type of tool - Write type: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Tick relevant boxIf “other type” Write type in free-text box |
| ID for OFK selection |  |  | ofk**It is very important to enter this exactly as shown (no capital letters, no spaces), otherwise the tool will not appear on the knowledge platform!** |
| #Related links = URL for more information | If relevant, you may add a link to e.g. another relevant tool on the platform (e.g. from the same project), a relevant website other than the link to the tool or the issuing organisation. |  | Put the link to the tool in organic-farmknowledge.org. Copy and paste the link for the issuing organisation (from “Issuing organisation details). If relevant, add link to e.g. another relevant tool on the platform (e.g. from the same project), a relevant website other than the link to the tool or the issuing organisation.After publishing the tool, the person who posts the tool on social media needs to also add the Facebook and Twitter link to this entry. |
| Additional publication information |  |  | If relevant, add text |
| Comments and suggestions |  |  | Usually not relevant to add text |
|  |  |  |  |
| Keywords -AGROVOC |  | Leave blank. | Highlight the relevant **keywords** for your entry in the table " AGROVOC keywords table according to themes" found on pages 9-13 of this form. It is not necessary to select themes as these are automatically selected via keywords – they are there to inform you where the tool will be associated on the platform. |
| Subject area |  |  | **Choose a few (2-3) relevant Organic Eprint subjects – do not try to add everything that is mentioned in the tool, just the specific topics.** |
| Affiliation |  |  | Choose **relevant project affiliation, e.g. OK-Net EcoFeed**.**Further affiliations, such as issuing organisation, should be added after the eprint is online, in order to avoid other national editors uploading tools without our check** |
| Upload – add document |  |  | If file: click “Browse”, choose your file, click “Open” If website: click the tab “From URL”. Paste URL and click “Upload”.If video: add URL from redirect-programme. Add the text “Youtube-video” in the field “Other content or format information”. |
| Access rights | Indicate whether there is open access to the tool. Normally, we do not include tools that do not have Open Access; however, access may be restricted in Organic Eprints as long as there is a link with open access. Add explanation of conditions in case of restricted access e.g. if temporary for how long? | [ ] “Open access”[ ] “Restricted access” If restricted, conditions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | If access is not restricted, you do not need to do anything.If access is restricted: Click “show options” in upload sheet. For “Visible to”, choose [Depositor and staff only] in case of restricted access. If restriction is temporary, enter “Embargo expiry date”. |
| Cover image |  |  | Practice tools of the types "Calculation tools", "Leaflets & guidelines", "Books & reports" and "Web" are required to have a cover image connected to it.  |
| #FP7 projects | If the tool is an output from an FP7 or H2020 project, enter Grant Agreement Number.  |  | If the tool is an output from an FP7 or H2020 project, click “Yes” and enter Grant Agreement Number. Choose access (only if restrictions apply).If the tool is NOT an output form an FP7 project, skip to the next page. This will NOT affect access defined in previous tab. |
| Deposit permission | Declare whether you have obtained the permission of the tool owner to deposit in Organic Eprints, see “Tool deposit agreement” next page. |  | Click “Deposit Item now” ONLY if you are sure, Organic Farm Knowledge has the right to put the tool online. If not, click “save for later” and clarify rights. |
| Social media | After the tool has been published, the Organic Farm Knowledge link of the tool needs to be posted to Facebook and Twitter with the appropriate mentions (always @ the relevant project and the partner(s) who provided the tool) and relevant hashtags, e.g. #organicfeed #organicpigs |  | The links to these posts then needs to be added to the "related links" section on the respective Organic Eprints entry. |

**Tool deposit agreement**

2022-11-28

To whom it may concern [*if possible, direct it to a person*]

The [OK-Net Ecofeed](https://cordis.europa.eu/project/rcn/212407_en.html) (Organic Knowledge Network Ecofeed) project under Horizon 2020 has created the knowledge platform [organic-farmknowledge.org](https://organic-farmknowledge.org). On the platform, so-called “tools” – formatted knowledge in a form available to farmers and advisors – are collected that are relevant for organic arable farming. The tools are searchable, users can rate them and discuss them in a forum.

We have found your “tool” [*insert* *name of tool*] publicly available on the internet [*insert link to tool*], and would like to include it in our collection. In order to make it available on the knowledge platform, we need to deposit the tool on [Organic Eprints](http://orgprints.org/).

The tool itself is not stored on the knowledge platform, only a link to where the tool can be found, see e.g. <https://organic-farmknowledge.org/tool/30563>. However, since Organic Eprints is an archive, the tool should be stored there and we would like your permission to do this.

This is the “Deposit agreement” from Organic Eprints:



Please let us know whether you accept that we deposit your tool [*insert tool name*] in Organic Eprints and make it available on organic-farmknowledge.org platform.

We hope you have become interested in our knowledge platform and that you will try it and tell others about it.

Kind regards,

[*your name*]

**AGROVOC keywords table according to themes**

| **Level I theme** | **Level II theme** | **Level III theme** | **AGROVOC keywords (highlight relevant keywords here)** |
| --- | --- | --- | --- |
| Crop production |  |  | Crop production; Crop management |
|  | Cropping systems |  | Cropping systems; Diversification; Arable farming; Low input agriculture; Intercropping; Monoculture; Permaculture; Precision agriculture; Conservation tillage; Crop rotation; Agroforestry; Agropastoral systems; Climate-smart agriculture; Irrigation; Catch crops; Cover plants; Protected cultivation; Seedbed preparation; Direct sowing |
|  | Arable crops |  | Arable farming |
|  |  | Cereals  | Cereal crops |
|  |  | Grain legumes | Legumes |
|  |  | Oilseeds | Oil crops |
|  |  | Forage | Roughage, Feed crops; Feeds; Grasses; Forage  |
|  |  | Fibre crops | Fibre crops |
|  |  | Root crops | Root crops |
|  |  | Cover/catch crops | Catch crops; Cover plants |
|  | Horticulture |  | Horticulture |
|  |  | Vegetables | Vegetables; Herbaceous plants; Vegetable crops |
|  |  | Temperate fruits | Temperate fruits |
|  |  | Subtropical and tropical fruits | Subtropical and tropical fruits |
|  |  | Citrus fruits | Citrus |
|  |  | Grapes | Viticulture; Grapes |
|  |  | Olives | Olives |
|  |  | Nuts | Nut crops |
|  |  | Berries | Soft fruits |
|  |  | Ornamentals, flowers and trees | Ornamental plants; Floriculture; Woody plants |
|  |  | Protected cultivation | Greenhouse crops |
|  | Weed management |  | Plant protection; Weed control; Mechanical weed control; Annual weeds; Perennial weeds |
|  | Pest and disease control |  | Plant protection; Plant disease control; Disease Prevention; Diseases; Pest control; Integrated pest management; Biological control; Natural enemies; Disease tolerance; Tolerance to pests; Biological disease control; Copper |
|  | Nutrient management |  | Nutrient management; Green manures; Organic fertilizers; Plant nutrition; Nitrogen; Phosphorus; Nitrates; Potassium; Nutrient deficiencies; Nutrient cycling in ecosystems; Leaching; Ammonia; Composts; Fertilizers |
|  | Seeds and breeding |  | Seeds |
|  |  | Seed production | Seed production; Seed characteristics; Seed treatment |
|  |  | Seed quality | Seed quality; Seed storage; Genetic control; Germinability |
|  |  | Plant breeding and variety trials | Seed testing; Plant breeding; Selection criteria; Varieties; Genetic diversity (as resource); Genetic markers; Genetic resistance; Genetic resources; Genotypes; Germplasm; Breeding methods |
|  |  | Economics and regulation of organic seeds | Seed certification; Seed industry; Gene banks |
|  | Grassland and forages |  | Grassland management; Grasses; Grasslands; Grazing lands; Rangelands; Agropastoral systems |
|  | Postharvest management |  | Postharvest technology; Postharvest equipment; Handling; Postharvest physiology |
| Animal husbandry |  |  | Animal husbandry |
|  | Production systems |  | Animal production |
|  |  | Poultry | Poultry; Broiler chickens; Layer chicken; Ducks; Geese; Turkeys |
|  |  | Pigs | Swine; Barrows; Boars; Piglets; Sows; Weaning |
|  |  | Cattle | Cattle; Beef cattle; Dairy cattle; Heifers; Bulls; Calves |
|  |  | Aquaculture | Aquaculture |
|  |  | Apiculture and insects | Apiculture; Insect farming |
|  |  | Small ruminants | Small ruminants; Goats; Sheep; Guanacos |
|  | Breeding and genetics |  | Animal breeding; Animal genetics; Artificial insemination |
|  | Feed and nutrition |  | Feeding; Animal nutrition; Costs |
|  |  | Nutritive values and needs | Feed requirements; Feed composition; Nutritive value; Feeds; Feed crops; Feed conversion efficiency; Amino acids; Vitamins; Feed additives; Digestibility; Proteins; Insect farming; Feed formulations; Nutrient intake; Nutritional requirements |
|  |  | Ration planning | Ration planning; Feeds; Grazing; Feeding costs; Rations; Forage |
|  |  | Feed processing and handling | Feed processing; Feed quality; Feed technology |
|  | Animal health and welfare |  | Animal health; Animal welfare |
|  |  | Animal welfare | Animal protection; Transport of animals; Slaughtering |
|  |  | Animal housing and equipment | Animal housing; Animal husbandry equipment; Farm buildings |
|  |  | Veterinary medicine | Veterinary medicine; Homeopathy; Phytotherapy; Disease control; Parasite control; Dairy hygiene; Meat hygiene |
| Soil |  |  | Soil |
|  | Soil health and quality |  | Soil quality; Soil organic matter; Organic matter; Humus; Nitrogen; Nitrogen fixation; Nutrient cycling; Nutrient deficiencies; Phosphorus; Soil compaction; Soil degradation; Soil fertility; Soil ph; Soil structure; Trace elements; Soil pollutants; Soil functions |
|  | Soil biology |  | Soil biology; Soil microorganisms; Soil flora; Soil fungi; Soil fauna; Earthworms |
|  | Soil management |  | Soil management; Soil conservation; Salinity control; Soil improvement; Tillage; Minimum tillage; Seedbed preparation; Integrated land management; Soil analysis; Soil fertility; Soil amendments; Soil water balance |
| Food chain management |  |  | Postharvest technology |
|  | Processing |  | Food processing; Processed products; Food technology; Byproducts |
|  | Packaging |  | Packaging; Packaging equipment |
|  | Storage |  | Storage; Storage equipment |
|  | Transportation |  | Transport; Transport safety; Transport of animals; Food traceability |
|  | Food quality |  | Food quality; Product quality; Food hygiene; Food traceability; Food inspection; Quality assurance |
| Environment and society |  |  | Environment; Society |
|  | Biodiversity and nature conservation |  | Biodiversity; Nature conservation; Ecosystem services; Pollinators; Natural enemies; Functional biodiversity; Life cycle assessment; Biodiversity conservation |
|  | Environmental protection |  | Environmental protection; Resource conservation; Environmental impact assessment; Pollution control; Waste management |
|  | Climate change |  | Climate change; Climate change adaptation; Climate-smart agriculture; Drought resistance; Heat tolerance; Disease tolerance; Tolerance to pests; Salt tolerance; Tolerance to heavy rainfall; Carbon sequestration; Emission reduction; Renewable energy; Environmental impact assessment; Sustainability; Life cycle assessment; Resilience |
|  | Sustainable communities |  | Sustainable livelihoods; Sustainable development; Socioeconomic development; Indigenous knowledge; Health foods; Recreation; Agrotourism; Food security; Cooperative farming; Agricultural organizations; Sustainability; Educational resources; Resilience |
|  | Agroecological practices |  | Agroecology; Sustainability; Ecological production; Agroecosystems |
| Farm management |  |  | Farm management; Monitoring and evaluation |
|  | Capital and finance |  | Farm economics (agricultural economics); Costs |
|  | Farm technology and equipment  |  | Farm buildings; Farm equipment; Information technology; Digital technology; Measuring instruments |
|  | People and skills |  | Human resources management |
|  | Marketing and agricultural trade |  | Marketing; Agricultural trade |
|  | Standards, regulations and certification |  | Standards; Organic certification; Conversion factors |